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Government  
Publications

# Independent Learning Centre

Student Guide  
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Consult the *ILC Course Guide* for the following:

General Information About Study With ILC  
How to Choose Your First Course  
How to Apply for Your First Course  
Descriptions of Secondary Courses  
Descriptions of Non-credit Adult Basic Education Courses

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Le Guide de l'élève est disponible en français sur demande.

## Introduction

The Independent Learning Centre (ILC) is one of Canada's largest educational services. A part of the Ontario Ministry of Education, ILC provides a free home-study program for Ontario residents who wish to earn high school diploma credits, upgrade basic skills, or study for enjoyment.

For further information, you are invited to telephone, visit, or write to:

Independent Learning Centre  
909 Yonge Street  
Toronto, Ontario  
M4W 3G2

Telephone numbers  
Toronto area: (416) 965-2657  
Toll-free: 1-800-387-5512  
Fax: (416) 965-7644

*or*

Independent Learning Centre  
2141 Lasalle Boulevard  
Sudbury, Ontario  
P3A 2A3

Telephone numbers  
Sudbury area: (705) 688-3045  
Toll-free: 1-800-461-6257  
Fax: (705) 688-3050

Office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday. All services are offered in both official languages in Toronto and Sudbury.



# General Information

## Community-based Services

Access centres are an increasingly popular way of providing ILC services at the community level. These centres provide services similar to those available at ILC's Toronto and Sudbury offices, such as face-to-face counselling, immediate start-up in a course, and local marking of lesson assignments and final tests.

An access centre is usually a joint venture between ILC and a local board of education. The board of education provides staff and space, while ILC provides materials on consignment and training for the facilitator.

A similar service is available at most Contact North sites in Northern Ontario.

For further information about community-based services, contact the Independent Learning Centre.

## Sale of Learning Materials

School boards and other educational agencies may purchase selected ILC learning materials. Further information can be found in the *ILC Sales Catalogue*.

## ILC Pamphlets

Information pamphlets available from ILC include "English As a Second Language" and "Adult Basic Literacy". These pamphlets describe courses in the ILC Adult Basic Education program and provide information on the role of the volunteer tutor.

## **Eligibility for Enrolment**

Those eligible to enrol in ILC courses include:

- adults
- students under sixteen years of age
- students attending day school
- Ontario residents temporarily living outside Ontario

### **Adults**

Adults sixteen years of age or older who reside in Ontario may enrol in ILC courses, using Application Form C, if they belong to one of the following groups:

- Canadian citizens
- landed immigrants
- Ontario residents holding work visas, diplomatic visas, or ministerial permits

Those applying as adult students must not be currently enrolled as full-time students in a day school.

An applicant who has been out of day school for less than three months must include with the application form a recommendation from the principal of his or her last school.

### **Students Under Sixteen**

ILC courses may be available to Ontario residents of compulsory school age who are unable to attend school for three months or more for any of the following reasons:

- extended illness or disability, if the local school board cannot provide home instruction
- residence in an isolated location in Ontario
- temporary residence outside Canada

A Supervised Alternative Learning for Excused Pupils (SALEP) Committee may contract the services of the Independent Learning Centre on behalf of students legally exempted from secondary school.

Further information concerning eligibility for enrolment can be found in the ILC pamphlet “Students Under Sixteen”.

### **Students Attending Day School**

A full-time day-school student must fulfil the following requirements to be eligible to enrol in an ILC course. He or she must:

- be unable to take the course at school;
- have the signed approval of the ILC day-school facilitator.

A day-school principal may contract the services of ILC for students attending day classes. A principal requesting this service must appoint a day-school facilitator and must inform ILC, in writing, of the facilitator’s name. An eligible student who wishes to enrol in an ILC course may apply through this

facilitator, using Application Form D. Students can enrol in only one course at a time. The facilitator is responsible for ensuring that:

- students are carefully screened;
- pacing contracts are established;
- progress is monitored regularly according to the guidelines set by ILC;
- final tests are supervised during classroom time.

All school boards and private schools participating in the ILC day-school program are required to provide ILC learning materials (including lessons, texts, and kits) for full-time secondary school students enrolling in ILC courses.

### **Ontario Residents Temporarily Living Outside Ontario**

Ontario residents who are temporarily residing outside the province may be considered for enrolment in ILC courses. To apply, an applicant should complete and submit Application Form F along with up-to-date school records.

An applicant who is leaving Canada must supply the name and address of an Ontario resident who will be responsible for forwarding books, lessons, and marked assignments. The complete duties of this liaison person are outlined at the time of the student's enrolment. The applicant should contact the Independent Learning Centre to discuss plans with a counsellor at least three weeks before leaving the country.



## **Freedom of Information and Protection of Individual Privacy**

The Independent Learning Centre complies with Ontario's Freedom of Information and Protection of Privacy Act, 1987.

In accordance with this act, the staff at ILC require written consent from a student to release personal information to anyone other than the student.

The following are examples of personal information:

- information that indicates your participation in a course (e.g., actual course material)
- information concerning your progress in a course
- your home address or student number
- information concerning your final tests or lesson marks

When you complete and sign an application form for enrolment with ILC, your signature authorizes the exchange of educational information between ILC and other educational institutions.

You are asked to indicate on the application form whether or not you want educational information to be released to your immediate family.



### **Certification**

#### **Certificates of Completion**

When you successfully complete a correspondence course, you will receive a Certificate of Completion. This certificate states the credit value of the course and your final mark.

#### **Tests**

If you wish to receive credit for a Grade 11 or 12 basic or general level course or any advanced level course, you must pass a final test as well as complete the lesson assignments. Information about the weighting of final tests can be found in the introduction to each course.

The final test for a Grade 11 or 12 basic level course is unsupervised. You will write the final test in your home. All final tests in general and advanced level courses are supervised.

If you are writing a supervised test, you will write the final test in your own area with an ILC test supervisor. If you live in Metropolitan Toronto, you will write the final test at the Independent Learning Centre, 909 Yonge Street, Toronto. If you live in Sudbury, you will write the test at the Independent Learning Centre, 2141 Lasalle Boulevard, Sudbury. If you live in one of the other areas in Ontario that have designated ILC test centres, you will write the test at the centre.

Information about the details of the test will be sent to you before you are scheduled to write it.

Students over fifty years of age are not required to write final tests except in Ontario Academic Courses.

#### **Student Records**

The Ontario Student Transcript is the record of a student's educational achievement. If you need a transcript of marks for courses that you have completed with ILC, you can ask the ILC registrar to issue an Ontario Student Transcript. It will include

your final marks and the credit value of the courses you have taken. You can also request a progress report for a course in which at least half the lessons have been completed and graded.

If you are an ILC student who is also attending day school, you must obtain progress reports and the Ontario Student Transcript from the school you are attending. Your day-school program facilitator will be notified of your final marks for any correspondence courses you complete.

The Independent Learning Centre reports to the Registrar Services Unit of the Ministry of Education all credits and diplomas that have been awarded to ILC students.

### **The Ontario Secondary School Diploma**

Diploma requirements for all Ontario schools are set by the Ministry of Education. If your aim is to earn the Ontario Secondary School Diploma (OSSD), the ILC staff will work with you to plan a program that meets all the requirements.

An assessment of your educational standing with regard to the OSSD requirements is made after you have completed your first ILC course. You must submit all your educational records to ILC before the ILC registrar can make this evaluation. Since it may take time for you to obtain these records from your previous schools, you should request them before you complete your first course.

ILC will assess the records of students who previously studied outside Ontario to determine what additional requirements they must meet in order to qualify for the OSSD.

If you earn your last credit for the OSSD through ILC, the diploma will be issued by ILC unless you have requested that it be issued by the school you last attended.

To qualify for the OSSD you must earn thirty credits, sixteen of which are compulsory.

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### Credits required for the OSSD

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Compulsory courses	Number of credits
English/français	5
French/anglais	1
Mathematics	2
Science	2
Canadian history	1
Canadian geography	1
Arts	1
Physical and health education	1
Business/Technological studies	1
Social science (Senior Division)	1
<b>Total compulsory credits</b>	<b>16</b>
<b>Elective credits</b>	<b>14</b>
<b>Total credits</b>	<b>30</b>

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Ontario Academic Course (OAC) credits are required for admission to university. They may be included in the requirements for the OSSD, or they may be studied independently. The prerequisite for each OAC is listed in the course description found in the *ILC Course Guide*.

For information regarding admission to postsecondary programs, contact the institution you plan to attend.

### ***Important information for mature students***

If you are a mature student—that is, if you are at least eighteen years of age and have been out of school for a period of at least one year—you may be granted equivalent credits towards the OSSD for the following:

- your age and the length of time you have been out of school (this can count for up to twelve credits)
- successful completion of courses not normally considered secondary school subjects
- successful completion of each period of an apprenticeship training program



Equivalent credits are added to the other credits you earn. They may replace some of the compulsory credits for the OSSD.

However, no matter how many equivalent credits you are granted, you are still required to complete courses before a diploma can be issued.

Equivalent standing applies only towards completion of the OSSD.

### **The Certificate of Education**

If you leave school without earning an OSSD, you may be eligible for a Certificate of Education. You must have earned at least fourteen credits: six compulsory and eight elective credits.

### **Postsecondary Education**

If you are planning to attend college or university, you should:

- contact the postsecondary institution of your choice to determine the specific entrance requirements for the program you wish to take;
- consult *Horizons*, which describes the various types of postsecondary educational institutions in Ontario and provides detailed information on the courses and programs available. *Horizons* is available from:

Ministry of Colleges and Universities

Public Enquiries Unit

Queen's Park

Mowat Block, 13th Floor

Toronto, Ontario

M7A 1L2

Telephone numbers

Toronto area: (416) 965-6407

Toll-free (for most Ontario areas): 1-800-387-5514

